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UNITED STATES
DEPARTMENT OF AGRICULTURE
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RECORDS !

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records!

records!

records !



DO YOU HAVE

A RECORDS PROBLEM ?

RECORDS DIGEST

OFFICIAL DISPOSITION SCHEDULES AND ADMINISTRATIVE DETERMINATIONS AUTHORIZE THE RETENTION OF CERTAIN SPECIFIED MATERIALS AND DISPOSITION OF ALL OTHER RECORDS ACCUMULATED IN THE DAY-TO-DAY OPERATIONS OF THE FARM PROGRAMS AND ADMINISTRATIVE ACTIVITIES

RETAIN THIS MATERIAL PERMANENTLY

RETAIN These Records of Continuing Value ON A PERMANENT BASIS

CCC - Commodity Loan Form-4, Record of Loan Applications and Certifications (or equivalent)

Personnel - Oath of office, reason for resignation, date of death, and other basic employment data.

Sugar - (1) Sugar beet and sugar cane record cards - Louisiana and Florida

(2) Farm production records - Puerto Rico

It has been officially determined that these are the only records created by the county offices that **MUST** be retained permanently.

ASC COUNTY OFFICES

DISPOSE OF THIS MATERIAL AT SPECIFIED INTERVALS

Except for material listed on opposite page dispose of these program operational and administrative records of temporary value at specified intervals.

DISPOSE - ON A REGULAR 10 YEAR BASIS

1. ACP Farm Statistical Listing Sheets (ACP 220 or equivalent) and M.Q. Commodity Listing Sheets - or - Farm Work Sheets where listing sheets are not maintained (PMA and CSS-619 or equivalent)- 10 Years After the End of the Program Year

DISPOSE - ON A REGULAR 5 YEAR BASIS

1. Organization, including minutes of meetings, Fiscal, Administrative Expense, Personnel and General Administrative Records - 5 Years After the End of Each Fiscal Year
2. Agricultural Conservation Program - Including CM&S, Marketing Quota Programs, Sugar Programs, and All Commodity Credit Corporation Programs Records - 5 Years After the End Applicable Program or Crop Year

DISPOSE - ON A 5 YEAR AFTER DATE OF SETTLEMENT BASIS

1. All records relating to register of indebtedness cases and claims by or against CCC or ASC or claims in litigation - 5 Years After Date of Final Settlement
2. Reports of audits by CSS Audit Division, General Accounting Office, State Office Audits of County Offices and replies thereto - 5 Years After the End of the Fiscal Year in Which the Audit was Cleared, Adjusted or Settled Legal or Otherwise

DISPOSE - ON AN INDIVIDUAL ITEM BASIS

1. Organization - Election Ballots - 60 Days After Election Date
2. Aerial Photography
 - a. Obsolete non-classified aerial photographs - Within 3 Months After Receipt of Replacement Photographs Covering Rephotographed Areas - And Upon Authorization of the State Office As Provided in CSS Instruction 107-4-XIX-D
 - b. Obsolete classified aerial Photographs - Within 3 Months After Receipt of Replacement Photographs covering Rephotographed Areas - By Destruction

NON-RECORD MATERIALS

NON-RECORD MATERIALS ARE DISPOSABLE AT
THE DISCRETION OF THE CUSTODIAL OFFICE

DISPOSE OF THESE NON RECORD MATERIALS AT UNSPECIFIED INTERVALS

DISPOSE - ON AN INDIVIDUAL ITEM BASIS

1. Obsolete Unused Blank Forms - Within 30 days after publication in the CSS Obsolete Forms Catalog or supplement thereto, EXCEPT certain Marketing Quota Forms which shall be handled as provided in Instruction 403-4, dated 6-10-55.

NOTE: A small supply of obsolete program forms may be retained at the individual office to meet legal or other requirements.

2. Obsolete instructions, regulations, notices, etc. - Immediately upon receipt of revision or notice of obsolescence.

NOTE: Under no circumstance should more than one master set of obsolete or superseded regulatory and procedural materials be maintained within an office.

3. Obsolete informational and public relations materials - At the discretion of the individual office, but specifically as soon as the materials have fulfilled the requirements for which they were intended.
4. Non-Record copies of program and administrative materials - As soon as the specific purposes for which they were created have been served.
5. Obsolete Publications - Bulletins - Leaflets - At the determination of the custodial office, EXCEPT USDA Library materials which are to be returned to the Library.
6. All other non-records materials - At the determination of the custodial office.



